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# Air Quality – AQ08A/B/22 Emission Control Plan Application

MassDEP, Bureau of Air & Waste



**EEA ePLACE Portal**

# Overview

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- This new Application (AQ08/22) takes the place of five forms previously available in paper format.
- All requirements of the five original applications have remained with some streamlining of application information.
- Be sure to select the correct application type at the beginning of the application in order to activate the correct data fields, timelines and fees for your proposed emission control plan.
- You are encouraged to schedule a pre-application meeting with the appropriate regional office before starting the application.



# How to Apply

- Create or log into your account in eLicensing
- First time users click here
- Be sure to provide full name, address and contact information when setting up your account.

Mass. State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

## eLicensing and ePermitting Portal

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE, between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs](#)

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#) [Advanced Search](#)

### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate or Identification
- Make Payments Online

**Options for Consumers and the General Public:**

- Check License Status for Individuals or Business Licenses [Here](#)

**Login**

User Name or E-mail:

Password:

[Login](#)

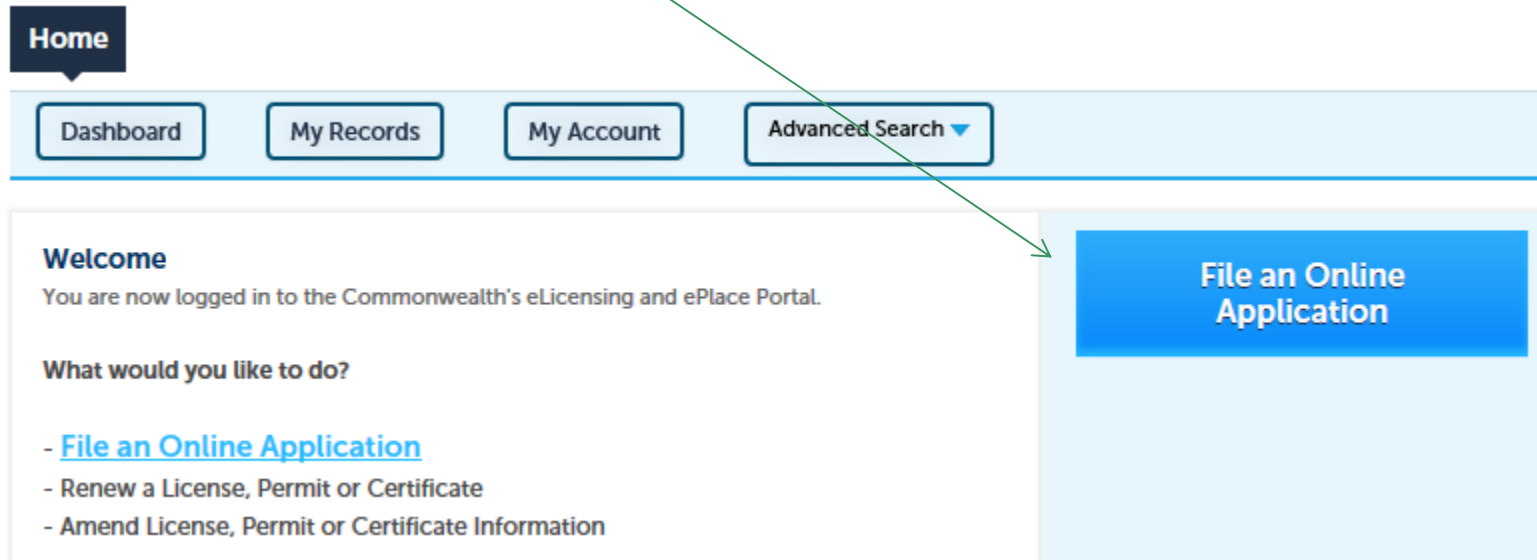
☐ Remember me on this computer

[Forgot my password?](#) [New Users: Register for an Account](#)



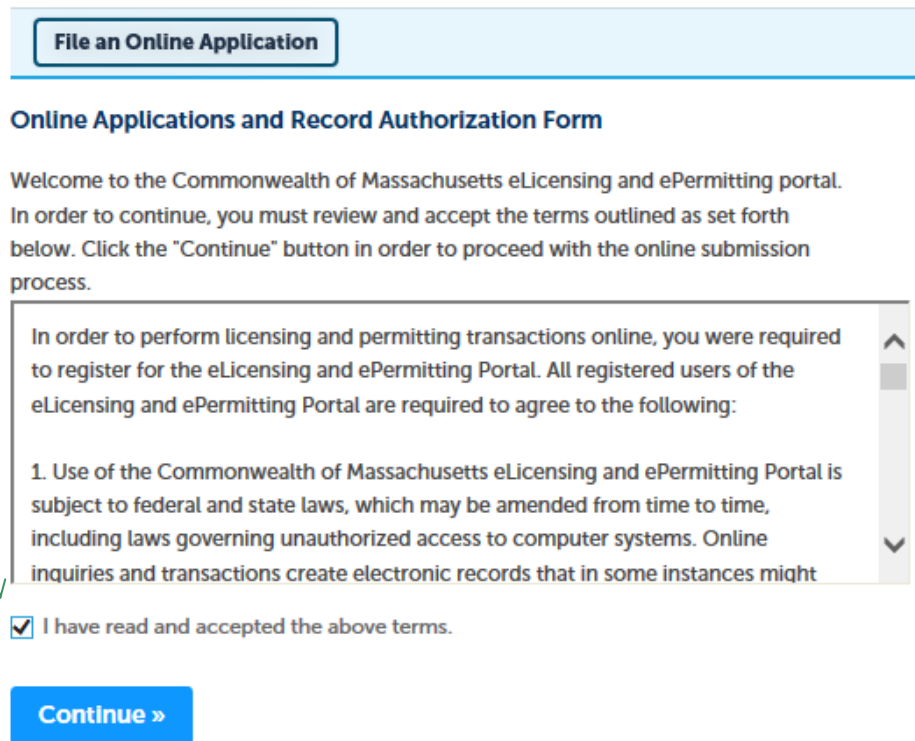
# File an Online Application

- Click here to start



# File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

**Continue »**



# File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”

Home


[File an Online Application](#)

## eLicensing and ePermitting Online Services

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New Applicants and Consumers:  
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:  
Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

 [Search](#)

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ **Link Your Account**

[Continue »](#)



# File an Online Application


- Select AQ08A/B/22 Emission Control Plan Application
- Click “Continue Application”

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

▼ Air Quality (AQ)

- ☐ AQ 50% or 25% Facility Emission Cap Application
- ☐ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ☐ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application
- ☐ AQ02 - Comprehensive Plan Crematory Application
- ☐ AQ02/03 - Non-Major/Major Comprehensive Plan Approval Fuel Application
- ☐ AQ02/03 - Non-Major/Major Comprehensive Plan Approval Process Application
- ☒ AQ08A/B/22 - Emission Control Plan Application
- ☐ AQ09 - Restricted Emission Status Application
- ☐ AQ14/AQ12 - Operating Permit Application
- ☐ AQ18 - Creation of Emission Reduction Credits Application
- ☐ AQ30 - CO2 Budget Emission Control Plan Application
- ☐ AQ33 - LPA/CPA Consolidation Application
- ☐ AQMM - Modeling Submittal Application

▶ Drinking Water (DW)

▶ Hazardous Waste (HW)

▶ Solid Waste (SW)

▶ Toxic Use Reduction (TUR)

▶ Waste Water Management (WWM)

[Continue Application »](#)



# Facility Information

- Search for an existing facility by entering the name or address and click on “Search”.
- If not found, click on “Clear” and search different or fewer criteria
- If still not found, add as new by typing in the facility information as required (see red asterisk)
- Click “Continue Application” when the facility information is complete



## AQ08A/B/22 - Emission Control Plan Application

1	Facility Information	2	Application Information	3	Documents	4	Special Fee Provisions	5	Applicant and Contributors	6	7	8
---	----------------------	---	-------------------------	---	-----------	---	------------------------	---	----------------------------	---	---	---

### Step 1: Facility Information > Page 1 of 2

\* indicates a required field.

#### Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If this is a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

\* Facility Name:

\* Street #:  \* Street Name:  Street Name 2:

\* City:  ? \* State:  ? \* Zip:  ?

Latitude:  Longitude:

DEP Facility ID:  ? AQ ID:  ?

Search

Clear

Continue Application »

Save and resume later



# Facility Information

- Based on what you have searched for, a list will be returned with all possible matches.
- Click on the button to the right of the facility you are seeking and click “Select” or
- Click “Cancel and search again”

Facility(s)

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Showing 1-8 of 8

	Facility Name   Address
<input type="radio"/>	NATIONAL GRID TRAINING CTR   449 SOUTHWEST CUTOFF MILLBURY MA 01527
<input type="radio"/>	NATIONAL GRID   0 BERRY ST PLAINVILLE MA 02762
<input type="radio"/>	NATIONAL GRID   127 WHITES PATH YARMOUTH MA 02664
<input type="radio"/>	NATIONAL GRID   39 QUINCY AVE BRAINTREE MA 02184
<input type="radio"/>	NATIONAL GRID LEOMINSTER MGP   36 MILL ST LEOMINSTER MA 01453
<input type="radio"/>	NATIONAL GRID NORWOOD   127 DEAN ST NORWOOD MA 02062
<input type="radio"/>	NATIONAL GRID USA SERVICE COMPANY INC   40 SYLVAN RD WALTHAM MA 02451
<input type="radio"/>	NATIONAL GRID WEBSTER MGP   21 MAIN ST WEBSTER MA 01570

<

Select Cancel



# Owner Information

- Add owner Information
  - ▶ Click “Look Up” to find Facility Owners already registered with DEP. Otherwise, click “Add new”

## AQ08A/B/22 - Emission Control Plan Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6	7	8
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### Step 1: Facility Information > Page 2 of 2

\* indicates a required field.

#### Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New

Look Up

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Continue Application »

Save and resume later



# Facility Information: Owner Lookup

- If you chose to look up the owner:
  - ▶ Search for the owner by adding the name or other information then clicking “Look up”
  - ▶ If your owner does not come up, click “Clear” and try again

## Look Up Contact

Contact Type: ?

--Select-- ▼

First Name:

Middle Name:

Last Name:

Name Of Organization: ?

Contact Person:

Telephone #:

E-mail:

Look Up

Clear

Cancel



# Facility Owner: Add Owner

- If you clicked “Add Owner”

- ▶ If the owner information matches your login information, check the “Use Login Information” box
- ▶ Indicate if the owner is an individual or an organization
- ▶ Provide all information in the new window that opens
- ▶ Click “Continue”

Please fill the below Information:

☐ Use Login Information

\* Individual/Organization:  
--Select--

First Name: Middle Name: Last Name:

Suffix:

\* Telephone #: Ext #:

\* E-mail:

\* P.O. Box / Address Line:

\* Country:  
United States

\* City: \* State: \* Zip:



# Owner Information

- You will see a message saying “Contact added successfully”
- Click “Continue Application”

## Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a> <a href="#">Delete</a>

Continue Application »

Save and resume later



# Emission Control Plan Application

- Indicate which Emission Control Plan Application is required.
- Click “Continue Application”

Home

DEP Applications

AQ08A/B/22 - Emission Control Plan Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6	7	8
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**Step 2: Application Information > Page 1 of 8**

\* indicates a required field.

Select the appropriate Emission Control Plan Applications:

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\* Select the appropriate Emission Control Plan Applications:

--Select--

Continue Application »

Save and resume later



# Existing Approvals

- Describe your emissions units or activity subject to this plan
- “Add a row” for each emission unit and provide requested information
  - ▶ Click “Add a row”
  - ▶ Provide information in the window that opens
  - ▶ Click submit
- Click “Continue Application”

## AQ08A/B/22 - Emission Control Plan Application

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### Step 2: Application Information > Page 2 of 8

\* indicates a required field.

#### General

Describe the Emission Units or, Activity that is subject to this ECP:

#### Emission Unit Description

##### EMISSION UNIT DESCRIPTION

Showing 0-0 of 0

Emission Unit # or Group of Emission Units	Description of Emission Unit	Emission Unit Make/ Model	Emission Unit Design capacity	Description of Pollution Control Device(s) if any	Is the Pollution Control Device Existing or Proposed?
No records found.					

Add a Row



Edit Selected

Delete Selected

Continue Application »

Save and resume later



EEA ePLACE Portal

# Material Use Description

- Edit each row indicated with an exclamation point to provide descriptions of the materials used at your facility

- To edit a row:

- ▶ Check the box for the row
- ▶ Click “Edit Selected”
- ▶ Provide the requested information
- ▶ Click Submit

- Add rows if necessary
- Click “Continue Application”

## AQ08A/B/22 - Emission Control Plan Application

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Step 2: Application Information > Page 3 of 8

\* indicates a required field.

### Material Use Description

#### MATERIAL USE DESCRIPTION



For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click “Edit Selected”, to enter the required information.

Showing 1-1 of 1

<input type="checkbox"/>	Emission Unit # or Group of Emission Units	Description of Fuel, Raw Material or Finished Material	Sulfur Content of Fuel (%)	Nitrogen Content of Fuel (%)	VOC Content of raw material (pounds per gallon)	Finished Material VOC content (pounds)	Finished Material VOC content applicable unit of product	Actions
<input type="checkbox"/>	123456							

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



EEA ePLACE Portal



# Emission Reduction Strategy Information

- Provide requested information for the emissions you will be reducing and limiting
  - ▶ Provide descriptions
  - ▶ Add rows to relevant tables
  - ▶ This example shows the questions for VOCs – you may see different questions for NOx and MWC
- When all information has been provided, click “Continue Application” at the bottom

AQ08A/B/22 - Emission Control Plan Application

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Step 2: Application Information > Page 4 of 8

\* indicates a required field.

### VOC Additional Information

Describe your Emission Reduction Strategy for VOC:

Are you going to attach a more detailed description for VOC?:  
☐ Yes ☐ No

Describe any other physical or operational Restriction on the capacity of the equipment to emit VOC:

### ECP Emission Limits - VOC

ECP EMISSION LIMITS - VOC

For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click "Edit Selected", to enter the required information.

Showing 1-1 of 1

	Emission Unit #/ Group of EUs	Raw Material or Finished Material Used	Air Contaminant	Emission Limit or Standard	Related Unit(s) of Measure	Applicable Regulation (310 CMR 7.18)	Specify if Other	Approval Number being Modified	Applied ECP Strategy	Specify Other Strategy
<input type="checkbox"/>										

☐ 123456

Actions ▼



# Emission Reduction Strategy Information

- Pages of the application will be hidden/ shown based on the type of application you selected.
- The example to the right is the top of the Emission Reduction Strategy page for a Municipal Waste Combustor

Step 2: Application Information > Page 6 of 8

\* indicates a required field

## MWC Additional Information

\*Emission Reduction Strategy for MWC:

Minimizes emissions

\*Are you going to attach a more detailed description for MWC?

☒ Yes ☐ No

## ECP Emission Limits - MWC

### ECP EMISSION LIMITS - MWC

Showing 1-2 of 2

<input type="checkbox"/>	Emission Unit #	Air Contaminant	Proposed Emission Limits or Standard	Unit of measure for Proposed Emission Limit (at 7% O <sub>2</sub> )	Averaging Time	Applicable Regulation and subsection	Approval Number being Modified	Applied ECP Strategy	Specify if Other
<input type="checkbox"/>	1	CO	0.04	mg/dscfm	stack test	DEP Approval 1-I-00-001 (6/20/2000) and 330 CMR 7.00(2)(f)2.		pollution control equipment	Actions▼
<input type="checkbox"/>	2	Dioxin/Furan	36	ng/dscfm	stack test	DEP Approval 1-P-05-023 (6/20/2006)		pollution control equipment	Actions▼

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

## MWC Restriction Information

Describe any other physical or operational Restriction on the capacity of the equipment: ⓘ

84,000 tons in any 12 consecutive month period (DEP Application # 8-78-1N-002 12/23/1996)  
120 tons of H<sub>2</sub>O per day.



# Monitoring and Testing

- Edit each row indicated with an exclamation point to detail how emissions will be monitored and tested
- Add row if needed
- Click “Continue Application”

## AQ08A/B/22 - Emission Control Plan Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6	7	8
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### Step 2: Application Information > Page 8 of 8

\* indicates a required field.

#### Monitoring and Testing

##### MONITORING AND TESTING

To indicate a plan with multiple test frequencies, please add a row for each testing frequency proposed. For example, one row may list “annual” testing, and the next row may list “other time period” with a specified frequency of “within 30 days of start up”.



For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click “Edit Selected”, to enter the required information.

Showing 1-1 of 1

<input type="checkbox"/>	Emission Unit #/ Group of EU	Parameter measured or monitored	Method of monitoring	Record Keeping Procedure	Frequency of Data Record	Specify Other Frequency of Data Record	Parameter to be tested	Specify Other Parameter	Frequency of Testing	Specify if other Frequency of testing selected	
<input type="checkbox"/>	123456										Action

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

Save and resume later



# Attach Documents

- Upload all required documents for your application
  - ▶ The required documents will be listed on the application
- To begin attaching documents, click “Browse”

## AQ08A/B/22 - Emission Control Plan Application

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Step 3: Documents > Page 1 of 1

\* indicates a required field.

### List of Documents

#### Documents:

Please upload Required Document(s) which are mandatory to submit this Application:

1. Detailed compliance plan/ schedule
2. Details of a proposed restriction on operations that are part of the RACT Proposed
3. Emission Reduction Strategy Detail
4. PE Stamp Page

### Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

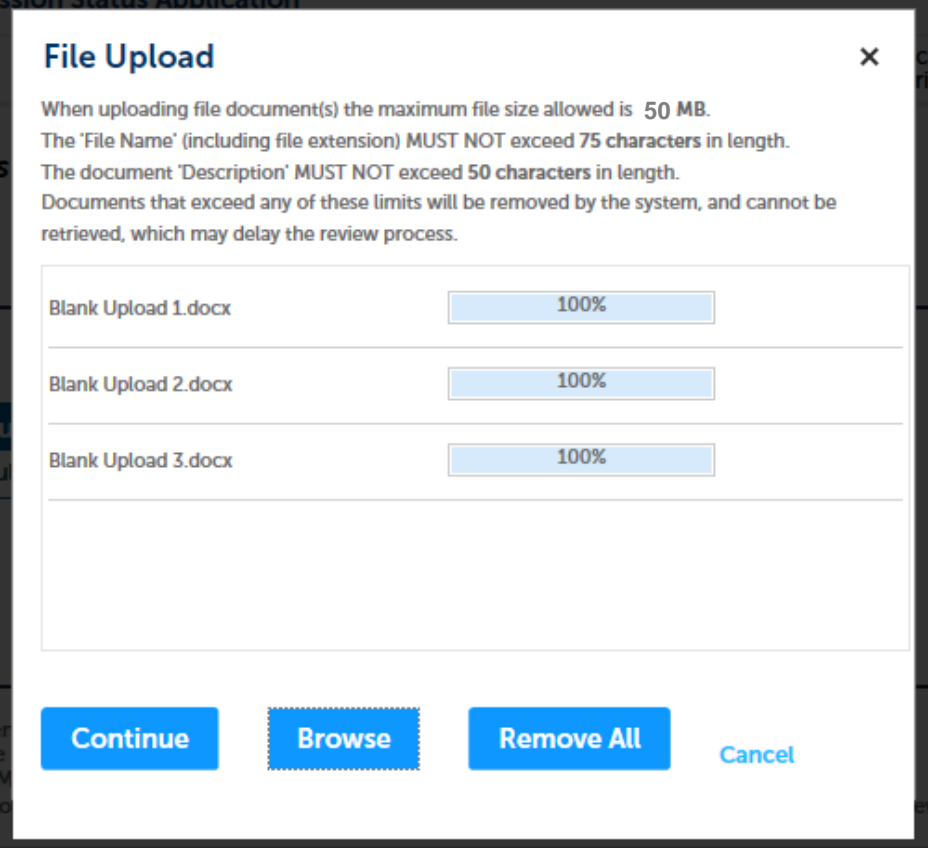
Continue Application »

Save and resume later



# Attach Documents

- A “File Upload” window opens
- Click “Browse”
- Choose the file(s) you want to attach
- When all files reach 100%, click “Continue”



**File Upload** [X]

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



# Attach Documents

- Indicate the document type
- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”
- Click “Continue Application”

File:  
Blank Upload 1.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 3.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

Save Browse Remove All


Continue Application »

Save and resume later



# Attach Documents

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click “Continue Application”

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

AQ08A/B/22 - Emission Control Plan Application

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Step 3: Documents > Page 1 of 1

\* indicates a required field.

List of Documents

---

Documents:

Please upload Required Document(s) which are mandatory to submit this Application:

1. Detailed compliance plan/ schedule
2. Details of a proposed restriction on operations that are part of the RACT Proposed
3. Emission Reduction Strategy Detail
4. PE Stamp Page

Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
Blank Upload 1.docx	Detailed compliance plan/ schedule	12.26 KB	05/09/2017	Description	Actions ▼
Blank Upload 3.docx	Emission Reduction Strategy Detail	12.25 KB	05/09/2017	Description	Actions ▼
Blank Upload 2.docx	Details of a proposed restriction on operations that are part of the RACT Proposed	12.26 KB	05/09/2017	Description	Actions ▼
Blank Upload 1.docx	PE Stamp Page	12.26 KB	05/09/2017	Description	Actions ▼



# Special Fee Provision

- Leave blank and click “Continue Application” if special fees do not apply to your situation
- If you have a Special Fee Provision (e.g., you are a municipal employee), check the appropriate box and provide requested information
- Click “Continue Application”

Home

DEP Applications

AQ08A/B/22 - Emission Control Plan Application

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Step 4: Special Fee Provisions > Page 1 of 1

\* indicates a required field.

### Special Fee Provisions

Check if applicable:

Exemption: ?

☐

Exclusion (special agreement or policy): ?

☐

Substitution (ASP/IRP): ?

☐

Double Fee for Enforcement: ?

☐

Hardship payment extension request: ?

☐

Continue Application »

Save and resume later





# Applicant Contributors

- Review the list of individuals who have viewed, edited or signed this application
- This application must be certified by:
  - ▶ The Applicant
  - ▶ A Professional Engineer (PE)
  - ▶ The applicant and the PE cannot be the same person
- Click “Continue Application”

Home

DEP Applications

## AQ08A/B/22 - Emission Control Plan Application

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**Step 5: Applicant and Contributors > Applicant Contributors**

\* indicates a required field.

### Application Contributors

Shown below are all registered users that have viewed, edited and/or signed this application.

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Continue Application »

Save and resume later



# Review the Certification

- The entire application is shown on a single page for your review
- If you note something you want to change, click “Edit Application”
- Otherwise, continue to the bottom of the page and click “Continue Application”

## AQ08A/B/22 - Emission Control Plan Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Application Submitted
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### Step 6: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the “Edit Application” button to make changes, if needed.

### Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant and Contributors” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

#### Facility Information

NATIONAL GRID | 0 BERRY ST PLAINVILLE MA 02762  
DEP Facility ID: 532524  
DEP Region: SE  
AQ ID: 1201089  
Facility Record ID: 15-FAC-031770

#### Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a>

#### Select the appropriate Emission Control Plan Applications:

Select the appropriate Emission Control Plan Applications:

VOC RACT

#### General



# Supplemental Forms

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- If you are proposing to install one or more Pollution Control devices (PCD) you will need to include supplemental forms in your application.
- Each Supplemental form is a sub-part to the main application
- You will have indicated which forms you plan to attach in an earlier table.
- Once the review of the main application is complete, the supplemental forms will be listed
- To change what supplemental forms are listed, you need to modify the table.



# Supplemental Forms

- You need to provide all supplemental forms indicated in your application
- Click “Start Application” for each form
- Complete each form
- You can save and resume at any time.

## AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4	5	Applicant and Contributors	6	Review	7	Authorization Forms	8	Pay Fees	9	Application Submitted
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### Step 7: Authorization Forms

You have selected the following Authorization.

This section contains all of the supplemental forms you previously indicated you wished to include in this application. If you need additional forms, please go back to the Supplemental Forms table, add a row and answer the associated questions to add a supplemental form. To start filling in a supplemental form, click on the “start application” button. At the end of each form you will be given the opportunity to review and edit the form just completed or you can return to this page to start the next form or review and edit your completed form.

You must fill out the authorization form before you proceed to payment.

#### 001. Electrostatic Precipitator Application

PCD ID: 123456

[Edit Application](#)

#### 002. Certification Information

[Start Application](#)

[Save and resume later](#)



# Certification Form

- Once the last Supplemental form is complete, a Certification Form is created
- The certification form is completed by BOTH the Massachusetts Registered Professional Engineer (PE) and the Applicant/ Responsible Official

## AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9 Application Submitted
---	---	---	---	------------------------------	----------	-----------------------	------------	-------------------------

### Step 7: Authorization Forms

You have selected the following Authorization.

This section contains all of the supplemental forms you previously indicated you wished to include in this application. If you need additional forms, please go back to the Supplemental Forms table, add a row and answer the associated questions to add a supplemental form. To start filling in a supplemental form, click on the "start application" button. At the end of each form you will be given the opportunity to review and edit the form just completed or you can return to this page to start the next form or review and edit your completed form.

You must fill out the authorization form before you proceed to payment.

#### 001. Electrostatic Precipitator Application

PCD ID: 123456

[Edit Application](#)

#### 002. Certification Information

[Start Application](#)

[Save and resume later](#)



# Certification Form

If you are the preparer:

- Click “Save and resume”
- E-mail the original Application PIN to your PE
- The PE must log into ePLACE and click on “Start Application” for the Certification Information

## AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9 Application Submitted
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### Step 7: Authorization Forms

You have selected the following Authorization.

This section contains all of the supplemental forms you previously indicated you wished to include in this application. If you need additional forms, please go back to the Supplemental Forms table, add a row and answer the associated questions to add a supplemental form. To start filling in a supplemental form, click on the “start application” button. At the end of each form you will be given the opportunity to review and edit the form just completed or you can return to this page to start the next form or review and edit your completed form.

You must fill out the authorization form before you proceed to payment.

#### 001. Electrostatic Precipitator Application

PCD ID: 123456

#### 002. Certification Information

[Edit Application](#)

[Start Application](#)

[Save and resume later](#)



# PE Certification Information

- Once the PE activates the PIN:
- Click “Start Application” for the “Certification Information” on the “Step 7: Authorization Forms” page
- Provide the requested signatory authority information
- Click “Continue Application”
- Click “Save and resume later”



## Certification Information

1 PE Certification	2 Applicant and Contributors	3 Review	4 Authorization Forms
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### Step 1: PE Certification > Professional Engineer

\* indicates a required field.

#### Professional Engineer's Certification

This is to certify that the information contained in this form has been checked for accuracy, and that the design represents good air pollution control engineering practice.

☐ \* I agree that I am the Professional Engineer:

☐

Printed Name:

PE Address:

\* Date Signed:

\* PE License #:

\* Expiration date:

[Continue Application »](#)

[« Back to Authorization Forms](#)

[Save and resume later](#)

# Certification Form

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- The PE will be emailed an Applicant PIN Letter.
- The PE must forward this to the Applicant/ Responsible Official.

Applicant PIN, Authorization # 17TMP-002186, Authorization Type - AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

From: Auto\_Sender@Accela.com

Sent: Wed, Mar 22, 2017 at 11:05 am

To: bharavi.butta@gcomsoft.com

NOTICE DATE: 3/22/2017

APPLICANT PIN - 081721739938

This PIN has been created in order for you to allow Applicant to review 17TMP-002186 application and certify it. You can choose to share this PIN with any registered ACA user who is Applicant of this application. That user will then have the ability to review and certify the application.

To learn more about the delegation, please see the FAQs: <http://www.mass.gov/eea/agencies/massdep/service/approvals/>





# Activating the Applicant PIN

- ▶ The Applicant/ Responsible Official should Log into EIPAS
- ▶ Click “My Account”
- ▶ Click “Add New” on the contact information line
- ▶ Choose “Delegate” as the “Contact type”
- ▶ Enter PIN from the e-mail
- ▶ Click “Continue”
- ▶ Return to “My Records”

**Home**

[Dashboard](#) [My Records](#) [My Account](#)

---

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

---

Citizen Account

**Login Information** [Edit](#)

---

User Name:	ESwallow
E-mail:	erin.swallow@state.ma.us
Password:	*****
Security Question:	In what city or town did your parents meet?

**Contact Information** [Add New](#)

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Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

**Individual** - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.



# If you are forwarded an Applicant PIN

- Once you've added the contact, the application appears under "My Records"
- ▶ Click "Resume Application"
- ▶ Choose "Pickup where I left off"

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 20 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	05/04/2017	<a href="#">17-AQ02C-000022-APP</a>	AQ02 - Comprehensive Plan Crematory Application	MILLBURY, MA 01527		Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	05/01/2017	<a href="#">17-AQ18-000025-APP</a>	AQ18 - Creation of Emission Reduction Credits Application	BRAINTREE, MA 02184		Denied	
<input type="checkbox"/>	04/28/2017	<a href="#">17-AQ09-000036-APP</a>	AQ09 - Restricted Emission Status Application	BOSTON, MA 02130		In Review	
<input type="checkbox"/>	04/25/2017	17TMP-003937	AQ18 - Creation of Emission Reduction Credits Application	BRAINTREE, MA 02184			<a href="#">Resume Application</a>
<input type="checkbox"/>	04/24/2017	<a href="#">17-AQMM-000035-APP</a>	AQMM - Modeling Submittal Application	BRAINTREE, MA 02184		In Review	
<input type="checkbox"/>	04/20/2017	<a href="#">17-TU01-000081-APP</a>	TU03 - General Practice Planner Renewal			In Review	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	04/19/2017	<a href="#">TU01-0000108</a>	TU01 - General Practice TUR Planner Authorization		04/19/2017	Renewal Submitted	<a href="#">Pay Fee Due for Renewal</a>
<input type="checkbox"/>	03/31/2017	<a href="#">17-TU01-000099-APP</a>	TU01 - General Practice Planner Application			Approved	
<input type="checkbox"/>	02/14/2017	<a href="#">17-AQ5025-000027-APP</a>	50% or 25% Facility Emission Cap Application	HOLYOKE, MA 01040		In Review	
<input type="checkbox"/>	02/13/2017	<a href="#">TU01-0000038</a>	TU01 - General Practice TUR Planner Authorization		02/13/2019	Active	<a href="#">Amendment</a>



# Certification Form

- The Applicants Name should now appear in the “Applicant Information” box.
- The applicant should enter the organization name, the type of organization and that persons title or means by which they are authorized to be the applicant (from a pick list).

The screenshot displays a web form for certification. At the top, there are three input fields: "Organization Name:" (a text box), "Source of Signatory Authority:" (a dropdown menu with "--Select--"), and "Title:" (a dropdown menu with "--Select--"). Below these is a section titled "Applicant Information" which contains a large text box. Inside this box, the following information is displayed: "Bhar Butta", "49 Burbank St", "Boston, MA, 02135", and "Telephone #: 857-927-6262 Email: bharavi.butta@gcomsoft.com". Below the text box, there is a link "Edit or View". At the bottom of the form, there are three buttons: "Continue Application >", "< Back to Authorization Forms", and "Save and resume later".



# Review and Certification

- The Applicant should Review the certification
  - ▶ You will not be able to edit the application after the PE has certified.
  - ▶ If the applicant feels that changes are needed, they should contact the PE and/ or preparer to make those changes.
  - ▶ The PE and applicant will need to re-certify after any changes have been made.

AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9
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**Step 6: Review**

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

### Review and Certification

If you arrive at this Review page after selecting "Resume Application" from your dashboard, (and then select "Pick up where I left off"), you will need to click on the "Applicant and Contributors" tab at the top of this page, and then click "Continue" to finish submitting this application.

[Edit Application](#)

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#### Facility Information

NATIONAL GRID | 39 QUINCY AVE BRAINTREE MA 02184  
DEP Facility ID: 372323  
DEP Region: SE  
HW ID: MAD980731541  
Facility Record ID: 15-FAC-021697

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#### Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a>

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#### Type of Application



# Certify & Submit

- Applicant Information is at the bottom of the review page. This should be the name and contact info for the responsible Official
- The Applicant should read and agree to the certification language provided by clicking on this box

## Applicant Information

Individual  
Laurel J Carlson  
Boston, 02108  
United States  
Ext #:One Winter St 7th Floor

Telephone #:617-348-4095  
E-mail:Laurel.Carlson@state.ma.us

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including possible fines and imprisonment.

In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00.

☐ I agree that I am the Applicant.  
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

Continue Application »

Save and resume later



# Application Fee

- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to begin

## AQ02 - Comprehensive Plan Crematory Application

1	2	3	4	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9 Application Submitted
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### Step 8: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

### Application Fees

Fees	Amount
AQ02 - Comprehensive Plan Crematory Application	\$2,370.00
AQ02 Fee	\$2,370.00

\$2,370.00

Pay Online »

Pay by Mail »



# Pay Online

- If you choose “Pay Online”, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be e-mailed a receipt

Description	Reference ID	Amount
DEP/AQ/Restricted Emission Status/Application	17TMP-004180	\$1,900.00
		<b>\$1,900.00</b>

**Total Convenience Fee Due: \$44.65**  
**Total Amount Due: \$1,944.65**

### Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

### Payment Information

To pay by electronic check, click the ACH tab.

Card Type

Card Number

CVV Code

Expiration

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
☐ I Accept

### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)



# Pay by Mail

- If you chose pay by mail, check your e-mail for instructions
- We will not review your application until we receive payment

## Submission Successful 17-AQ02C-000022-APP

EIPAS (ENV) <eipas@massmail.state.ma.us>

Sent: Thu 5/4/2017 12:14 PM

To: Swallow, Erin (DEP)

NOTICE DATE: 5/4/2017

Thank you for submitting your online authorization application form for authorization type: AQ02 - Comprehensive Plan Crematory Application. Your Application Number is: 17-AQ02C-000022-APP.

**Payment online:** If you have paid online by credit or ACH you will receive an additional notification that your payment is complete. Review of your application will begin. You will also receive a notification from the epayment vendor that your payment is complete. That notification will include a Reference ID # for your records.

**Pay by Mail:** If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 17-AQ02C-000022-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

*Review of your application will not begin until after your payment has been received and processed.*

**Fee Exempt Status or Hardship Status Requested:** If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: <https://permitting.state.ma.us/citizenaccess/>. Review of your application will now begin.

Please email any questions or concerns about this notification or this application to: [EIPAS@massmail.state.ma.us](mailto:EIPAS@massmail.state.ma.us)





# Submission Successful!

- When you submit your certification you will receive this notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page to see the status of an application

DEP Applications

AQ09 - Restricted Emission Status Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6	7	8
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Step 1: Facility Information > Page 1 of 2

Successfully Completed.

Thank you for using our online services. You will need this number to check the status of your application.  
Your Record Number is 17-AQ09-000036-APP.

Conditions

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Showing 1-1 of 1

Documents - 1 Uploaded  
Required Documents  
Detailed Emission Calculations (Emission Restriction)  
Required Documents  
Uploaded | 04/28/2017



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## Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For other questions, contact your regional office. You can lookup your regional office and their contact information at:  
<http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>

